

Collaborative Groups **KEY**

The “Collaborative Groups” handout has space so that the students may discuss each question and respond in their groups. Upon completion, the teacher will lead a class discussion on each of these areas. Possible answers may include the following:

Task Master- This person is an active thinker contributing ideas. He/she insures that each group member is actively participating, monitors the topic to insure they all are on the assigned task, and monitors the group as a whole and in order to make sure all guidelines are being met.

Time Keeper- This person is an active thinker contributing ideas. He/she is responsible for looking at the task, breaking it into parts, and making sure each element gets the proper amount of time. He/she encourages the other members to move along with a topic or task in order to make sure all is completed in the allotted time.

Record Keeper- This person is an active thinker contributing ideas. He/she is also responsible for the layout and design of the completed task. He/she also records the ideas shared.

Presenter- This person is an active thinker contributing ideas. He/she is responsible for presenting all of the group members’ ideas. It is imperative that he/she listens throughout the entire group discussion and can read the recorder’s writing. It may be required that the presenter go in front of the classroom to present.

What is a collaborative group? It is a group of students sharing ideas to complete a common task.

What is the purpose of collaborative groups? Collaborative learning has proven to tap the social power of learning better than competitive and individual learning activities.

How can working well in groups help you in the real world? Almost every job at every level requires that one individual effectively communicate with another to problem solve. It is important to let the student list examples here in addition to the teacher’s examples. Doctor, nurse, garbage man, sandwich maker, burger flipper etc...

What should be expected of you when you work with your group? Each person has an individual job, but the work and dynamics of the whole is of the utmost importance. Each person must contribute ideas and the entire group takes the time to ponder each idea. In a collaborative situation it is imperative that each person is appreciated for their individuality and different experiences they bring to the group. There are no experts; everyone has a right and a chance to be heard. No one person is the smartest and knows it all nor is there one person who has ideas that are not valuable.

What should be unacceptable behavior for any group member? Discounting ideas, bullying the group, talking about things that are not relevant to the task at hand, taking a nap, and not contributing to the process are all things that should be unacceptable in any collaborative group setting.

What are your responsibilities? See roles above and clarify if necessary.